



CRIMINAL HISTORY RECORDS CHECKS

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I. POLICY

The Field Enforcement Division has entered into agreements with the Department of Public Safety, allowing access into the Criminal Records Central Repository, and the National Crime Information Center, maintained by the Federal Bureau of Investigation.

The State of Maryland and the Department of Justice have regulations, which govern the security, privacy, and dissemination of adult and juvenile arrest record information. These laws, rules, and regulations also pertain to physical areas where record information is collected, processed, and stored. The Field Enforcement Division shall, at all times, comply with these laws, rules, and regulations. Access to the division's records section, where criminal history record information is collected, stored, processed, and disseminated, shall be limited to authorized personnel only.

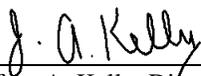
II. PROCEDURES

The following are procedures concerning criminal history and terminal operations:

1. The personal computers containing the Meters application shall be secure at all times and unauthorized personnel are forbidden access in the immediate area of any of these terminals.
2. Criminal History Record Information (CHRI) shall be disseminated in accordance with Maryland and Federal law. All CHRI will be removed from case files prior to dissemination.

The Comptroller's Office conducts background checks on all applicants for employment, permanent and temporary. Procedures have been implemented by the Director of the Field Enforcement Division concerning requests for criminal history and for the dissemination of the information. All applicants for employment are aware and must acknowledge that a criminal history will be conducted as a contingency of their employment application.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director